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Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Crossclaim**, click **Next**.

Click **Next**.

**Note:** The message displays:

### **Crossclaim Complaint**

Select from the following list the party (s) **against** whom you are filing this Crossclaim.

**Select** the Party or Group. (**The party you are filing AGAINST**)

Associate the pdf file of the **Counterclaim**, click **Next**.

**Select** the party.

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

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